

Texas Public Health Laboratory Online (Lab Online) **User Guide**



Texas Department of State
Health Services

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Getting Access to Lab Online

Remote Access Information Address:

<https://www.dshs.texas.gov/lab/remotedata.shtm>

To request a new account, your facility must be registered with DSHS and have an 8-digit Submitter ID number and/or a 9-digit Texas Provider Identifier (TPI) number. To register with DSHS, or update your facility's information, please submit a **Submitter ID Request form**:

<https://www.dshs.texas.gov/WorkArea/linkit.aspx?LinkIdentifier=id&ItemID=8589956433>

Scan form to PDF and email to LabInfo@dshs.texas.gov

Facility Security Agreement:

<https://www.dshs.texas.gov/lab/forms/RDSFacilitySecurityAgreement.pdf>

Web User Agreement form:

<https://www.dshs.texas.gov/lab/forms/RDSUserAgreement.pdf>

Scan forms to PDF and email to RemoteLabSupport@dshs.texas.gov or Fax to 512-776-7533 Attention: Remote Lab Support.

Requests will be processed Monday through Friday.

Registration – Facility

- **Facility Security Agreement:**

- <https://www.dshs.texas.gov/lab/forms/RDSFacilitySecurityAgreement.pdf>

- Fill out and submit to establish your facility for online access, or to update your Facility Administrator.

- Enter contact information for your facility:

- Facility Name
 - Address, city, state, and Zip
 - Phone and Fax numbers

- Identify your Facility Administrator

- The Facility Administrator is responsible for signing the Facility Security Agreement and each user security rights form to authorize the access, as well as ensuring their users are following security and confidentiality requirements and requesting user terminations.
 - Name and email
 - Sign Security statement

Registration – User

- **Web User Agreement form:**
<https://www.dshs.texas.gov/lab/forms/RDSUserAgreement.pdf>
- Enter User contact information
 - Name and business email address. This will be your user name.
 - User business address/city/state/zip
 - Phone and Fax
 - Facility Submitter ID number &or TPI number
- Write in your name and sign the Confidentially agreement
- Web User Agreements must be countersigned by the Facility Administrator
- Note: Shared accounts are not allowed per HIPAA, federal and state privacy and security regulations. All user email addresses must be unique to that individual. Any evidence of sharing will result in all affected accounts being terminated immediately.

Registration – Completion

After submitting your forms please allow 3 business days for your account creation:

- Upon account creation the user will receive an email from LabInfo@dshs.texas.gov containing their user name and password
- Please check your spam folders in case your email application misidentifies this email
- Lab Online address: <https://phlo.dshs.texas.gov>

Lab Online Login Screen

Lab Online Address:

<https://phlo.dshs.texas.gov>

Enter your username and password to log in to Lab Online.

Read and click **I agree** to the **Terms & Conditions** pop up in order to access the site.

Notes:

- **Help** opens an email to Portal Support
- **Contact Program** opens an email to Lab Information
- **Lab Remote Services** opens a website with more information on Lab Online
- **DSHS Public Health Laboratory** opens the Laboratory's website

The screenshot shows the top navigation bar with the Texas Health and Human Services logo and the text "Texas Department of State Health Services" and "Texas Public Health Laboratory Online". Below the navigation bar is a green background with the word "Login" in large blue letters. There are two white input fields for "Username" and "Password". A yellow "Login" button is positioned below the password field. At the bottom of the green area, there is a note: "Texas Public Health Laboratory Online is compatible with Chrome, Firefox, Edge 40 or higher, and Internet Explorer 11 or higher." Below the green area is a dark blue footer with a list of links: "Help | Contact Program | Lab Remote Services | DSHS Public Health Laboratory Site Policies | Texas Homeland Security | Statewide Search | Fraud, Waste, and Abuse".

The screenshot shows a pop-up window with a green header and the word "Login" in large blue letters. Below the header is a grey background with the text "Terms & Conditions" in blue. The main text is a warning: "WARNING - RESTRICTED GOVERNMENT SYSTEM: This system is restricted to authorized users only. Unauthorized access, use, misuse or modification of this system, the data contained herein, or in transit to/from this system, may constitute a violation of federal, state and local laws and subject individual(s) to criminal and/or civil prosecution and penalties. This system and associated usage is subject to monitoring and security testing by authorized personnel. There is no expectation of privacy except as otherwise provided by applicable privacy laws." At the bottom right, there are two buttons: "I Do Not Agree" (grey) and "I Agree" (yellow). At the bottom of the pop-up, there is a note: "Texas Public Health Laboratory Online is compatible with Chrome, Firefox, Edge 40 or higher, and Internet Explorer 11 or higher."

Reports Search & Landing Page

- Click the **Person icon** in the upper right corner to **log out** or **switch facilities** (if you are associated with multiple facilities)
- Your **facility** appears in the upper right corner.

Searching for reports:

- Search by **Patient Name** (first & or last), **date of birth**, **collection date**, or **reported date**, or any combination of fields
- Patient Name can be full or partial
- Date searches can be performed by range
- After entering criteria click **Search**. Results will appear below the Search Criteria box.

TEXAS Health and Human Services | Texas Department of State Health Services

Texas Public Health Laboratory Online

Miskatonic University Health Clinic

Search Criteria

Patient Name: First Name Last Name

Date of Birth: Start Date End Date

Collection Date: Start Date End Date

Reported Date: Start Date End Date

Clear Search

Viewing and Downloading Results

- Check **Select Page** to select all reports on page. Multiple reports will be put into one PDF for downloading or printing when clicking **View Selected Results**
- Or, **check the box** for each line you wish to see.
- You can also just doubleclick a sample to bring up the report

Results

100 most recent results are returned.
Click row to view a single result.

| <input type="checkbox"/> Select Page | Sample Id | First Name | Last Name | Date of Birth | Collection Date | Reported Date | Test Type |
|--------------------------------------|------------|------------|------------|---------------|-----------------|---------------|-----------|
| <input type="checkbox"/> | [REDACTED] | [REDACTED] | [REDACTED] | [REDACTED] | 03/26/2020 | 03/31/2020 | BT |

Items per page: 10 1 - 1 of 1 |< < > >|

[Export Search Results](#) [View Selected Results](#)

Use this line to select number of reports per page and navigate pages

Use **Export Search Results** to create a spreadsheet or CSV of the items returned by the search. Note that this only contains the data in the search result table and does not include patient results.

Thank You!

For further information please contact the DSHS Lab
Online support team at

Lab.Info@dshs.texas.gov

Additional information can be found at the Texas
Remote Data Services website:

<https://www.dshs.texas.gov/lab/remotedata.shtm>



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